

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: HUMAN RESOURCES SPECIALIST III -  
Information Technology

SALARY GROUP: B18

DEPARTMENT: Information Technology Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Bradley V. Brock DATE: 02/29/2016

POSITION #: 008242

**I. JOB SUMMARY**

Performs complex human resources management work. Work involves administering a human resources management program and ensuring compliance with state and federal laws and regulations. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Implements and administers human resources operations and actions; assists in planning, developing, revising, and implementing human resources policies and procedures; communicates and disseminates human resources policies and procedures; and reviews human resources paperwork to ensure compliance with agency policies and procedures.
  - B. Reviews, screens, and evaluates applicant qualifications; refers qualified applicants to the appropriate hiring authority; and processes applications for employment in an automated information system.
  - C. Reviews, evaluates, and approves processing of requested changes related to employment and employee services; provides technical assistance to employees and managers regarding human resources issues to include classification, recruitment, retention, compensation, benefits, leave provisions, and salary administration; and advises management and staff on human resources issues, rules, and regulations.
  - D. Performs and oversees timekeeping and other data entry processes; prepares and maintains human resources correspondence, reports, forms, and other documents; prepares job description requests; and maintains and reviews personnel files, records, reports, and statistical data in an automated record keeping system.
  - E. Participates in the administrative processing of new hires; conducts new hire orientation activities; and coordinates work with other departments, divisions, agencies, staff, and the public.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Human Resources, Public Administration, or a related field preferred. Each year of experience as described below in excess of the required four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four years full-time, wage-earning technical program support, human resources, or program administration experience.
3. One year full-time, wage-earning human resources experience.

**B. Knowledge and Skills**

1. Knowledge of the principles, methods, and practices of human resources management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency human resources policies, procedures, and operations preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in administrative problem-solving techniques.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill to review technical data and prepare technical reports.

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12. Skill to develop policies, procedures, and guidelines to meet program objectives.
13. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
14. Skill to train others.
15. Skill to type 45 words per minute (with no more than 10 errors) required; 55 words per minute preferred.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.